

Scenario Script

The scenario script file (a digital document) provides five informative sections:

1. The scenario identity (Title, Creators, Creators' School, Subject Areas, curriculum Module and Unit, the age of Student that this scenario is suitable for, requisite English Language Level, Requirements of equipment and materials, Duration, Key words)
2. The key competences and their corresponding area (Knowledge, Skills, Attitudes), as referred to the document Council Recommendations on key competences for lifelong learning (OJ L2018/C 189/01) .
3. The learning outcomes (for both subject area and English language).
4. The transversal skills which are promoted through the scenario.
5. A short paragraph that describes how the scenario promotes Europeanity.

Digital Materials

The digital materials are all the files that are used by the student. As an educational INCLUDE folder needs to be stand-alone and platform independent, all digital material created in the duration of the INCLUDE project must follow these needs, helping in the material maintenance and functionality.

In the following, a detailed list of state-of-the-art educational tools, that a creator could use, is provided. As the tools for teaching are endless and very constantly evolving, a teacher must select the most flexible tool for materials' creation. The proposed educational tools have been shared in categories. Information is also provided about possible usage, possible educational tool and possible dependencies for the creation of digital materials for INCLUDE educational folders.

Category	OFFICE suite
Description	An office suite is a collection of productivity software usually containing a word processor, spreadsheet and presentation program. There are many different brands and types of office suites.
Possible Applications	<u>Microsoft Office</u> A collection of office-related applications, each of them serves a unique purpose and offers a specific service to its users (documents, worksheets, presentations). <u>iWorks</u> An office suite of applications created by Apple Inc. for its macOS and iOS operating systems, and also available cross-platform through the iCloud website. It includes Keynote, a presentation program; the word processing and desktop publishing application Pages and the spreadsheet application Numbers.

Dependencies	<p><u>Google Docs</u> Google has managed to replicate Excel, Word, and PowerPoint with Google Spreadsheets, Docs, and Presentations, respectively. You can upload, create, and store all these files online, and then download them to other office applications and save them on your hard drive or share your work with others online. Google surrounds these tools with their famous search application, access to online books, and a scholars' search for online documents.</p> <p><u>LibreOffice</u> Includes several applications that make it the most versatile Free and Open Source office suite on the market: Writer (word processing), Calc (spreadsheets), Impress (presentations), Draw (vector graphics and flowcharts), Base (databases), and Math (formula editing).</p> <p><u>Apache Open Office</u> It is a multiplatform and multilingual office suite and an open-source project that includes key desktop applications such as a word processor, spreadsheet, presentation manager, and drawing program with a user interface and feature set similar to other office suites. You can also save files in PDF format.</p> <p><u>ZOHO</u>: Zoho is an office productivity suite that works much like Google Docs in that you have access to spreadsheet, word, and an online presentation tool. You can upload, save online, download, and share.</p>
Dependencies	<p>The INCLUDE educational folder can contain all of the files (doc, docx, xls, xlsx, pdf, ppt, pptx) that created from these suites.</p>

In the framework of INCLUDE project, a teacher can use a variety of online tools and resources. Most of the web 2.0 teaching tools are web-based, which means that they can be accessed from any computer. Depending on the scenarios that a teacher creates, a variety of tools can be used. The creator of the scenarios is free to decide which tools will be used for her/his scenarios. We strongly recommend to use web 2.0 that can produce stand alone material which means that the produced material are functional in any platform.

One of the most recommended suite for your scenarios is the H5P. Apart from this, we recommend a list of state of the art web 2.0 tools that teachers could include in their scenarios as an educational material or as a part of an activity that their students must conduct in the framework of their teachers' scenarios. As the rapid new development of web 2.0 tools this list is only a sample of web 2.0 tools. So, you must be sure that the e-tool that you will produce, can be extracted from its "environment", as a stand alone tool which can be considered as part of your INCLUDE educational folder. More

information on how to download or embed material for other sources into your educational folder will be provided at the end of this toolkit.

Category	H5P suite
Description	H5P makes it easy to create, share and reuse HTML5 content and applications. H5P empowers everyone to create rich and interactive web experiences more efficiently - all you need is a web browser and a web site with an H5P plugin.
Possible Application	Using H5P you can create interactive content like Interactive Video , Course Presentation , Branching Scenario , Drag and Drop , Dialog Cards , Virtual Tour (360) , Accordion , Image Hotspots , Flashcards , Drag the Words , Timeline , Question Set , Multiple Choice question , Memory Game , Agamoto , Documentation Tool , Guess the Answer , Fill in the Blanks , Image Sequencing , Arithmetic Quiz , Find the Hotspot , Mark the Words , Dictation , Essay , Summary , Impressive Presentation , Collage , Chart , Single Choice Set , Audio).
Dependencies	H5P content may be created on any H5P enabled web site like H5P.com or in INCLUDE platform where a H5P plugin will be installed. H5P is a completely free and open technology, licensed with the MIT license. Demos/downloads, tutorials and documentation are all available for users who want to join the community . The INCLUDE educational folder can contain all of the files that created from H5P suite.

Category	Math Apps
Description	Dynamic mathematics software for all levels of education that brings together geometry, algebra, spreadsheets, graphing, statistics and calculus in one easy-to-use package.
Possible Application	GeoGebra is the leading provider of dynamic mathematics software, supporting science, technology, engineering and mathematics (STEM) education and innovations in teaching and learning worldwide.
Dependencies	GeoGebra content may be created on geogebra.org or in INCLUDE platform where a geogebra plugin will be installed. Demos/downloads, tutorials and documentation are all available for users who want to join the community and the materials . The INCLUDE educational folder can contain all of the files that created from GeoGebra.

Category	Infographics
-----------------	---------------------

Description	An infographic (or information graphic) is “a visual representation of information or data”, a collection of imagery, charts and minimal text that gives an easy-to-understand overview of a topic.
Possible Application	<p>Google Chart Tools Provides several tools for making data more comprehensible. Special URLs can be used to embed graph and chart images in users' own web.</p> <p>ChartsBin Create your own interactive map and export it as image.</p> <p>ChartTool Charts and graphs are a great tool because they communicate information visually. On Onlinecharttool.com you can design and share your own graphs online and for free.</p> <p>Cacoo Cacoo is a user friendly online drawing tool that allows you to create a variety of diagrams such as site maps, wire frames, UML and network charts. Cacoo can be used free of charge for 14 days.</p> <p>Inkscape An Open Source vector graphics editor, with capabilities similar to Illustrator, CorelDraw, or Xara X, using the W3C standard Scalable Vector Graphics (SVG) file format.</p> <p>Lucidchart You can create flowcharts, org charts, mind maps, concept maps and many types of helpful visual communication. Lucidchart is completely free for students and teachers (no strings attached).</p> <p>Piktochart Make Information Beautiful. Create infographics, presentations, posters, flyers and reports.</p> <p>Pixlr The most popular online photo editor in the world(libraries like photoshop).</p> <p>Wordclouds.com is a free online word cloud generator and tag cloud creator. Paste text, upload a document or open an URL to automatically generate a word- or tag cloud. Customize your cloud with shapes, themes, colors and fonts. You can also edit the word list, cloud size and gap size. Wordclouds.com can also generate clickable word clouds with links (image map). When you are satisfied with the result, save it as an image.</p> <p>Chart Chooser Tool for improving Excel and PowerPoint with HTML5 goodness. Use the filters above to find the right chart type for your needs. Then download as Excel or PowerPoint templates and insert your own data.</p>
Dependencies	For INCLUDE project, you have to download your creation of these online tool/platform and import to your educational folder. Possible file format of this category that an INCLUDE educational folder can contain are:

jpg, bmp, png, svg, pdf, html5.

Category	Speech (Speech to Text, Text to Speech, podcast)
Description	<p>Speech to text software is a type of software that effectively takes audio content and transcribes it into written words in a word processor or other display destination. Text to speech takes text and transcribes it into audio file.</p> <p>These types of software are extremely valuable to anyone who needs to generate a lot of written content without a lot of manual typing. It is also useful for people with disabilities that make it difficult for them to use a keyboard.</p> <p>In addition, a podcast is a digital audio file made available on the Internet for downloading to a computer or mobile device, typically available as a series, new installments of which can be received by subscribers automatically. The term Podcast is actually a portmanteau of iPod and Broadcast.</p>
Possible Application	<p>Chrome Speak Chrome Speak (App Version), select the text and right-click to speak with offline tts engine, TTS (text to speech).</p> <p>Text to Voice TTS gives Firefox the power of speech. Select text, click the button on the bottom right of Firefox window and this add-on speaks the selected text for you. Isn't it brilliant? Audio is downloadable.</p> <p>Text2speech Free online text to speech converter. Just enter your text, select one of the voices and download the resulting mp3 file to your computer. This service is free and you are allowed to use the speech files for any purpose, including commercial uses.</p> <p>Voki Lets you create customized avatars, add voice to your Voki avatars, post your Voki to any blog, website, or profile, and take advantage of Voki's learning resources.</p> <p>vozMe Vozme is an online text to speech program that lets you type-in any English or Spanish text and then play it as an audio stream.</p> <p>Audacity Is free, open source, cross-platform software for recording and editing sounds. Audacity is available for Windows, Mac, GNU/Linux and other operating systems.</p>



	<p>MP3myMP3 Recorder Saves any audio you hear on your computer straight to mp3 or wav.</p>
Dependencies	<p>For INCLUDE project, you have to download your creation of these online tool/platform and import to your educational folder.</p> <p>Possible file format of this category that an INCLUDE educational folder can contain are: mp3, wav</p>

Category	Digital Storytelling
Description	<p>Digital storytelling refers to a variety of emergent new forms of digital narratives, e.g. web-based stories, interactive stories, hypertexts, narrative computer games, etc. A teacher can create a digital story for use as an anticipatory set for a lesson or enhance current lesson plans with the use of a digital story within a unit, or assign student-created stories which requires students to research a topic from a particular point of view.</p>
Possible Application	<p>Flexclip A tool for creating videos It takes just minutes to create a video which can bring your lessons to life. Its powerful features can be used to create stunning presentations incorporating images, video clips, music and text.</p> <p>Google photos A tool that you can use your photos from google photo to create videos</p> <p>CoSketch CoSketch is a multi-user online whiteboard designed to give you the ability to quickly visualize and share your ideas as images.</p> <p>Creately 100's of thoughtful features to make creately diagramming quick and natural, it's a joy to use.</p> <p>Cartoonist Cartoonists is an online tool to create cartoons or personal digital stories, consisting of professional backgrounds, characters, props, images and text. With Cartoonist, you can create multimedia stories. You can use the tool to create comic strips or more personal digital narratives.</p> <p>Creative Docs.net Creative Docs .NET is a vector-based graphic design tool with support for rich text, ideal to quickly write short documents, manuals, posters, illustrations,</p>

	<p>schemas, plans, flow charts, and much more.</p> <p>Diagram.ly Draw Diagrams Online, free. draw.io is an online diagramming application. It features the full range of visual configuration you expect, as well as web application features such as a full range of export options, a large collection of icons, real-time collaboration and embedded widget sharing.</p> <p>MakeBeliefsComix At MakeBeliefsComix you can create your own comic strip with an easy and fun way and you can continue to edit and make more changes, and when you are done you can print or email your comic.</p> <p>Pixton Pixton introduces the world to Click-n-Drag Comics™, a revolutionary new patented technology that gives anyone the power to create amazing comics on the web. Pixton is free for fun but has paid version for Schools and Businesses.</p> <p>Storybird Storybird lets anyone make visual stories in seconds. They curate artwork from illustrators and animators around the world and inspire writers of any age to turn those images into fresh stories.</p> <p>Zimmer Twins The Zimmer Twins is a site devoted to kids and creative storytelling. It is free for Kids & Families to join, make and watch a movie and paid for Educators and Schools.</p> <p>Toontastic: Toontastic is a storytelling and creative learning tool that enable you to draw, animate, and share your cartoons.</p>
Dependencies	<p>For INCLUDE project, you have to download your creation of these online tool/platform and import to your educational folder.</p> <p>Possible file format of this category that an INCLUDE educational folder can contain are: jpeg, bmp, gif</p>

Category	Survey, Polls, and Quizzes
Description	We strongly recommend to use applications for survey, polls and quizzes that can export your products as stand alone products
Possible Application	Google Forms (part of Google Drive) Collect RSVPs, run a survey, or quickly create a team roster with a simple online form. Then check out the results, neatly organized in a spreadsheet. This is a cloud service which provides you a url to access your form as well as the worksheets where you can keep the quiz responses'. This is not a stand alone file and

	<p>it cannot be kept into your educational folder.</p> <p><u>Hot Potatoes</u> You can choose from the following six types of questions to create your interactive quiz: crossword, multiple-choice, short-answer, gap-fill, matching/ordering and jumbled-sentence. You have to download the software.</p>
Dependencies	<p>As part of INCLUDE project, you should export the quiz or poll you created using the above-mentioned tools/platform and import it in your educational folder. We strongly recommend to use H5P.</p> <p>You can also use the tools provided by INCLUDE platform. The installed Learning Management System (Moodle) will provide Teacher (RL-02) with many activities, such as Forums, Assignments, Quizzes etc.. More details can be found at: https://moodle.org/plugins/browse.php?list=category&id=1</p>

Category	Screen Capturing Tools
Description	Screen capture tools are a digital recording of a computer screen output, often containing audio narration.
Possible Application	<u>Snipping Tool</u> is a Microsoft Windows screenshot utility included in Windows Vista and later. It can take still screenshots of an open window, rectangular areas, a free-form area, or the entire screen. Snips can then be annotated using a mouse or a tablet, stored as an image file (PNG, GIF, or JPEG file). <u>SnapShooter</u> is relevant program of the Mac OS X.
Dependencies	For INCLUDE project, you have to download your creation of these online tool/platform and import to your educational folder. Possible file format of this category that an INCLUDE educational folder can contain are: jpg, gif, bmp.

Category	Photo, Image and Video Editing
Description	A Photo Editor, Image Editor or Video Editor is used for editing photos or create and edit images or videos.
Possible	<u>Hippo Video</u> Is a Personalized Video Distribution Platform that helps you easily create

Application

personalized videos and distribute them through multiple channels. It emphasizes on making videos accessible and easy to use.

[Gickr.com](#) Instantly create Animated GIF online and free.

[Inkscape](#) An Open Source vector graphics editor, with capabilities similar to Illustrator, CorelDraw, or Xara X, using the W3C standard Scalable Vector Graphics (SVG) file format.

[Paint.NET](#) Simple, intuitive, and innovative user interface. Every feature and user interface element was designed to be immediately intuitive and quickly learnable without assistance.

[Pencil](#) Pencil is an animation/drawing software for Mac OS X, Windows, and Linux. It lets you create traditional hand-drawn animation (cartoon) using both bitmap and vector graphics. Pencil is free and open source.

[PhotoPeach](#) Help you to tell better stories online using photos. With PhotoPeach you can create a rich slideshow in seconds to engage your student We also support background music, captions, and comments so you can elaborate on your story further.

[PicMarkr](#) Free Watermark. Add Custom Watermark with PicMarkr! PicMarkr lets you to add custom watermark (image or text) to your images online and free.

[Pixlr](#) The most popular online photo editor in the world.

[Ezvid](#) Ezvid is a 100% free video creation tool that allows you to capture everything that appears on your computer screen. It also allows you to edit your recorded videos by splitting your recordings, inserting text and audio, controlling the speed and even drawing directly on your screen. You can save your edited videos.

[BlueBerry Flashback Express Recorder](#) This recorder just, like other screencast tools, enables you to capture your screen while recording yourself through a webcam. It introduces quite a long list of features that will let you edit videos like a pro. BB Flashback Express Recorder also has a very easy user interface that allows you to decide what area of your screen you would like to capture and whether to record sound and web activity or not. Another good thing about it is that you can have scheduled recordings so you wouldn't have to miss online events. It also includes a player which works like a VCR and allows you to review your recording frame-by-frame.

	<p><u>Rylstim Screen Recorder</u> Rylstim is a very simple and easy to use Screen Recorder which, aside from capturing your screen, also allows you to record events happening on the monitor including right and left clicks. It has a minimalistic and intuitive interface but supports multiple CODECs. You can also customize the video frame rates. Rylstim Screen Recorder works on Windows XP, Windows Vista, Windows 7 and Windows</p> <p><u>Krut</u> Krut is a screencast tool that works in almost any Operating system and requires Java to run. It's a very simple program with only 3 basic controls: Record, Snap for still pictures, and the Arrow button used to adjust the borders of your recording area. It's very minimalist without all those complicated features that other screencast tools offer, but it can be powerful too because of some additional features such as timer-controlled recording. You can also use it for recording streaming video and audio.</p> <p><u>CamStudio</u> CamStudio is a pretty straightforward program that lets you record your screen and audio and produce outputs in AVI format. It enables annotation such as text and call out inserts and even provides you some cursor options such as default, hidden or highlighted, which should be carefully laid out prior to recording. You have some video options too which lets you control compression, frame rates , quality and time lapse but aside from that, you can't really do much with the video because it doesn't include editing capabilities.</p> <p><u>Screen-O-Matic</u> Screencast-O-Matic is a screencast tool which has both web-based and desktop versions. It's very easy to use and will run so long as you have Java installed on your computer. It has free video hosting and allows you to record your screen or both your screen and webcam. You may also publish your output directly to YouTube. The free versions of Screencast-O-Matic has limited features though. For instance, there's a 15-minute recording time limit, there's a small watermark when recording, it doesn't allow webcam-only recording and it doesn't allow you to zoom and annotate while recording.</p>
Dependencies	<p>For INCLUDE project, you have to download your creation of these online tool/platform and import to your educational folder.</p> <p>Possible file format of this category that an INCLUDE educational folder can contain are gif, jpg, bmp,svg, avi, mp4 or mov.</p>

Category	PDF Tools
Description	<p>PDF is a <u>file format</u> developed by <u>Adobe</u> in the 1990s to present <u>documents</u>, including text formatting and images, in a manner independent of <u>application software</u>, <u>hardware</u>, and</p>

	<p><u>operating systems</u>] Based on the <u>PostScript</u> language, each PDF file encapsulates a complete description of a fixed-layout flat document, including the text, <u>fonts</u>, <u>vector graphics</u>, <u>raster images</u> and other information needed to display it. Today, PDF files may contain a variety of content besides flat text and graphics including logical structuring elements, interactive elements such as annotations and form-fields, layers, <u>rich media</u> (including video content) and three dimensional objects using <u>U3D</u> or <u>PRC</u>, and various other data formats. The PDF specification also provides for encryption and <u>digital signatures</u>, file attachments and metadata to enable workflows requiring these features (Source: wikipedia https://en.wikipedia.org/wiki/PDF).</p>
Possible Application	<p><u>Adobe Reader XI</u> Adobe Reader is a trusted high quality tool that allows you to view and print your PDF files. It also lets you interact with PDF content, including multimedia. Other features covered are adding and verifying digital signature, annotating on PDF pages, creating and filling out PDF forms, and printing out these documents.</p> <p><u>Doro PDF Writer</u> by CompSoftDoro PDF Writer is very easy to use and is pretty straightforward. It doesn't have all the other options that other PDF tools have but it works great in printing PDF files. It is installed as a virtual print driver and converts any printable document or image to PDF format. Just select it from the program's setting menu before printing a PDF document and it will launch and provide you the option to change the document's metadata. On top of those mentioned is the ability to enable and disable copying, pasting and printing functions of the document. It is compatible with XP, Vista, Windows 7 and 8.</p> <p><u>BullZip PDF Printer</u> by BioPDFBullZip is another PDF tool that works as a virtual print driver and uses Ghostscript to convert documents. Like Doro, it also allows you to convert printable document or image to PDF format but on top of that, it also lets you add watermarks, merge PDF files and even add protection to your PDF files. It is free for up to 10 users and offers installation of promotional, third party components. You may check the guidelines here.</p> <p><u>PDFTK Builder</u> This is an open source PDF tool used which allows you to easily reorder or merge selected pages. It is also capable of splitting and rotating pages and adding stamp and encryption to your file. Aside from those mentioned it doesn't offer too much and even lacks the basic function of watermarking with background text.</p> <p><u>PDFfill PDF Tool</u> This is probably one of the most user-friendly free PDF tools that offer you</p>

	so many features. It provides the most important functions such as merging, splitting, reordering, rotating and cropping pages and even allows you to add headers, footers and watermarks. It also offers additional features such as encrypting and decrypting security options, and deleting, flattening and adding form fields. It requires GhostScript and Java to run.
Dependencies	For INCLUDE project, you have to download your creation of these online tool/platform and import to your educational folder. Possible file format of this category that an INCLUDE educational folder can contain is pdf

Music and Photos

Royalty Free and Creative Commons Music

[Archive's audio and MP3 library](#) This library contains over two hundred thousand free digital recordings ranging from alternative news programming, to Grateful Dead concerts, to Old Time Radio shows, to book and poetry readings, to original music. Many of these audios and MP3s are available for free download.

[Brainy Betty](#) Free Sound Clips and Music for Presentations.

[ccMixer](#) Find music for a video, school project, game you're developing, podcast. Find exactly the music you're looking for - podsafe, liberally licensed - using dig.ccMixer Music Discovery tool.

[CCTrax](#) All showcased music is available under one of the six Creative Commons licenses. They authorize free music download and enable the artists to promote their music while protecting their rights.

[FMA](#) The Free Music Archive is an interactive library of high-quality, legal audio downloads. The Free Music Archive is directed by WFMU, the most renowned freeform radio station in America. Radio has always offered the public free access to new music. The Free Music Archive is a continuation of that purpose, designed for the age of the internet.

[Freeplay Music Library](#) Is a comprehensive collection of High End Broadcast production music spanning all the popular musical genres, available for download.

[FreeSFX](#) Download free sound effects. This involves audio design, music composition and voice production in various forms - for Games, Animation, TV and Film.

[Freesound](#) Freesound aims to create a huge collaborative database of audio snippets, samples, recordings, bleeps, ... released under Creative Commons licenses that allow their reuse.

[iBeat](#) Free Beats – Download beats, loops, breaks and samples. Free under Creative Commons licensing.

[Incompetech](#) Incompetech hosts a wide variety of royalty free music. You can browse their selection by genre or feel. "Feel" would include things like: Action, Relaxed, Intense or Humorous; you can

select a combination of 'Feels' and it will check its database for selection matches. Clips can be played on the website and instantly downloaded as well.

[Josh Woodward](#) You can freely download, share and use all 180+ of Josh Woodward songs.

[Musopen](#) Set music FREE. Musopen (www.musopen.org) is a 501(c)(3) non-profit focused on improving access and exposure to music by creating free resources and educational materials. We provide recordings, sheet music, and textbooks to the public for free, without copyright restrictions.

[Orphan Songs](#) The Orphan Songs website is running by Carl-Otto Johansson. Most of the music here is free to download and use. (Creative Commons).

[PacDV](#) This is a small database of free audio clips organised by mood or emotion such as: Warm, Loving, Serious or Lonely.

[Partners in Rhyme](#) Royalty free music libraries with high quality free music tracks.

[Purple Planet](#) Free Collection of Royalty Free Music available for download, composed and performed by Geoff Harvey and Chris Martyn Music can be used free of charge for web-based projects e.g. YouTube

Free Sites For Photos

[PublicDomainPictures.net](#) is a repository for free public domain photos. You can download high quality photos.

[FreeImages](#) is contains more than 6000 original stock photos Free images is a high quality resource of digital stock photographic images for use by all. All images in their collection are free to use on websites and printed materials.

[Free stock photos](#), easy to download, easy to browse. Use them for commercial or personal design projects of any kind. Some are even public domain, so you can use those for whatever you want.

[FreePixels](#) offers free high resolution stock photos for use in both personal and commercial design projects.

[Flickr](#) Free Use Photos Group are available for use by anyone. There is no need to give credit or to fear rights infringement. These images are posted by their creators. By posting to this group, you're allowing freedom of use.

[Every Stock Photo](#) is a search engine for free photos. These come from many sources and are license-specific. You can view a photo's license by clicking on the license icon, below and left of photos. Membership is free, without advertising, and allows you to rate, tag, collect and comment on photos.